

Policy Support Branch

Forms Management Program

PC SETUP FOR USE OF E-FORMS

NOTE: Print this page for easier referencing.

Opening Explore

- Right-click on the “Start” button.
- Left-click on “Explore.”

Creating the KYTC Forms File Folder

- In “Explore,” on the left side, click on the appropriate System Drive.
 - Just remember where you create this KYTC Forms folder.
- If you have a MY DOCUMENTS folder in this drive, create the KYTC Forms folder within it.
- Click “File.”
- Select “New” and then “Folder.”
- On the right side of the window, you’ll see “New Folder.” Make sure the text “New Folder” is highlighted, and type “KYTC Forms.” This will automatically overwrite the existing text.
- Press “Enter.”

Creating a Desktop Shortcut to your KYTC Forms folder

- In “Explore,” right-click on the KYTC Forms folder.
- Select “Send To” and then “Desktop (create shortcut).”

Creating Subfolders within the KYTC Forms folder

If you use more than one E-form, you may find it helpful to save the various data (.fil) files to specific subfolders within your KYTC Forms folder. The process is similar to creating the KYTC Forms folder.

- In “Explore,” on the right side, double-click on the KYTC Forms folder to open it.
 - You may also open the KYTC Forms folder by double-clicking on the desktop shortcut, if one was created.
- Click “File.”
- Select “New” and then “Folder.”
- On the right side of the window, you’ll see “New Folder.” Make sure the text “New Folder” is highlighted, and type a new name for the subfolder (e.g., “Title Lien Statement”). This will automatically overwrite the existing text.
- Press “Enter.”

Seeing the File Extensions

As we've noted, E-forms are really two different files working at the same time. Being able to see the file extensions makes working with this application much easier. If file extensions (.exe, .fil) are not visible in EXPLORE:

- Go to the top toolbar and click "Tools."
- Slide your mouse pointer over "Folder Options" and click.
- Click on the "View" tab.
- In the "Advanced settings:" window, deselect the "Hide extensions for known file types" checkbox.
- Click "Apply."
- Click "OK."

Your PC is now ready for using E-forms.